

Estimator

Full-Time position, at 165 Tubeway Drive, Carol Stream, Illinois 60188

Parvin-Clauss Sign Company, a fast growing, family-owned business, is seeking an ambitious, self-motivated individual, to join its Estimating Department. Estimators are responsible for working with the Sales Team, Finance, and the Production staff.

Responsibilities:

- Analyzing requirement documents, blueprints and project plans, in gaining a thorough understanding of the project
- Determining the factors that will bear influence on the cost of a product, or service
- Preparing material estimates, and cost estimates for the product, or service
- Creating labor estimates for projects
- Developing and maintaining relationships with company vendors and contractors
- Managing bids from vendors and contractors
- Using bid data to prepare detailed cost analyses
- Presenting prepared estimates to management, and other stakeholders
- Compiling and recording actual costs

Educational Requirements:

- Bachelor's degree in Applied Sciences, Accounting, Civil Engineering or related field preferred

Experience Requirements:

- Proficiency in MS Office Suite
- Ability to read and understand architectural plans, and create cost estimates
- Impeccable multi-tasking, problem solving and negotiation skills, with an orientation to timeliness

Desired Skills:

- Attention to detail
- Excellent communication skills
- Works well in a team environment
- Organized
- Proficiency in Jobscope ERP is a plus.
- Certified Professional Estimator accreditation is preferred.

Benefits:

- Medical, Dental, Vision and Life Insurance
- 401(k) plan
- PTO and holidays
- Parvin-Claus prides itself on providing proper training, compensation and leadership, to create a successful environment, and an overall enjoyable place to work.

Hours:

40 per week

Salary (in USD):

\$50,000 - \$60,000

To apply for this position, e-mail cover letter and resume to Dave Nowak, at dnowak@parvinclaus.com.